Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	MHPLSOV	Date:	28-01-2023
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	20-01-2023 to 28-01-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	28-01-2023		

List of requisitions numbers missing in the report*:

List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date	Serial no of item in Req	Item Description	Reason for not preparing PO/WO#
185348	14-12-22	1	Hub Racks for Sirens	

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier$
185371	13-01-23	1	Silver Oak Plants	Supplier arranging for material delivery by Monday
185372	17-01-23	1	Al.Service Wire 4mm 7 nos pending	Material Available delivery by Monday
185373	17-01-23	1-3	Plants-silver oak,tecoma,nerium	Supplier arranging for material delivery by Monday
185377	21-01-23	1	900x600mm Tan-door stone 280 no's pending	Material Available at Supplier delivery by Monday
185378	23-01-23	1	Electrical Panel HT	Material Available at Supplier delivery by Tuesday
185379	23-01-23	1	Electrical DB TPN- I/O-3 phase 8way 1No Pending	Material Available at Supplier delivery by Tuesday
185380	23-01-23	1	600x600mm Tan-door stone 280 no's pending	Material Available at Supplier delivery by Monday
185381	24-01-23	1	Green Hose Pipe 5No's Pending	Material Available delivery by Wednesday
185382	24-01-23	1	Torch Lights	Material Available at Supplier delivery by Monday

No. of gate passes issued this week:	0/5	From No.	Nill	To No.	Nill
Delivery van site visit on:	21-01-23(Saturday),23-01-23(Monday),25-01-23(Wednesday) and 27-01-23(Friday)				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				

Items not ordered but received:

Other corrections & remarks:

Details of steel & cement stock

Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 40feet rod – kgs	Stock at site – no of rods	Stock at site in Kgs		Previous stock in Kgs	
1.	8mm	.395	4.50	-	-		-	
2.	10mm	.617	7.50	-	-		-	
3.	12mm	.89	10.67	-	-		-	
4.	16mm	1.58	18.96	-	-		-	
5.	20mm	2.47	29.63	-	-		-	
6.	25mm	3.86	46.30	-	-		-	
7.	32mm	6.32	66.67	-	-		-	
8.	Binding wire	-		Nill	Nill		Nill	
OPC stock	Nill	OPC last weeks stock	Nill	PPC/PSC stock	-	PPC/PSC last weeks stock		-

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	28-01-2023	28-01-2023	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarm@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 5. Mention PO & MRN no. on DC's / bills. 6. Report to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested remarks – For technical details from site, For negotiations/quotations, Local purchase, For MD's approval/input, 8. $ Suggested remarks - Ready with supplier, Supplier not contacted/, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication not received, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9. Purchase to send reply to this report within one week. 10. Follow up for WO is the responsibility of engineers at site – purchase to write 'NA' in reply to this report. 11. Admin officers/managers must call all suppliers on a daily basis for follow-up – DO NOT CALL PURCHASE!